

## Reporting Requirements

To be compensated for services delivered under the PASS Grant program, you are required to submit a monthly status along with documentation of expenses on a monthly basis. You may create or use your own form for reporting, or use the one provided to you.

Reports, invoicing and supporting documentation are to be submitted to WSDOT **by the last business day of each month**. Below is a list of documentation that may be required with your invoice, based on services provided.

Please ensure that you are registered as a vendor with the State of Washington so you are able to receive EFT payments from WSDOT. Refer to Fiscal Guidelines for more information.

This list is a suggestion of possible items necessary for documentation, and is not considered to be a complete list of what each individual organization may require for submission.

- ☒ Monthly report
- ☒ Detailed invoices reflecting expenditures
- ☒ One invoice with a total billed to "WSDOT PASS Grant". This will be an itemized total of what you are invoicing for.
- ☒ Demographic information for any individual receiving services provided with grant funds.
- ☒ Receipts of Services Form (for any supportive service, see Allowable Activity guidelines)
- ☒ Sign-In sheets and attendance records for training provided if applicable (must be signed by trainees and instructor). Additional trainee records to be retained might include pre- and post-assessments, checklists of accomplishments, completion status, etc.
- ☒ Other supporting documentation and receipts as necessary or as requested by WSDOT must be submitted when requesting payment.
- ☒ Documentation of payment for PASS Grant related travel or documentation of PASS Grant travel reimbursement to traveler. Detailed invoices, receipts and reasons for travel and other supporting documents are required for payment to be processed , and will only be reimbursed in accordance with OFM travel guidelines.

Failure to meet invoicing and reporting deadlines will result in a delay of your payment.

Please contact Amy Palo if you have questions ([PaloA@WSDOT.WA.GOV](mailto:PaloA@WSDOT.WA.GOV))